

Event Booking Form – Schulich School of Music, McGill University

Please provide us with some preliminary information about your upcoming event so that we may evaluate how we may best meet your needs.

Basic Event Information

Date of Submission:	
Event Title:	
Event Date(s):	
Hosted by (organization) :	
Event Organizer or Contact Name/Title:	
Organizer Contact Information (email address, address and telephone number):	
Event Description:	
Post-Event Reception? :	Yes / No (circle one)
Alcohol Served at Reception? : (SAQ permit required)	Yes / No (circle one)
Schedule:	Arrival time: Setup Period: Dress Rehearsal: Main Event: Reception (if applicable):
Hall Requested:	
# of Attendees Expected:	

Logistical/Production Requirements

Piano:	
Harpsichord/Portative Organ: (Please specify tuning pitch)	
Percussion Rental: (List requested instruments. Transportation may be required in some cases.)	
Number of Chairs on Stage:	
Number of Music Stands on Stage:	
Risers: (Specify choir or orchestra risers and # of levels)	
Podium needed? :	
PA System needed? : (Includes one microphone)	
# of Microphones needed:	
In-House Recording Engineer needed? :	Yes / No (circle one)
Live Sound Equipment and In-House Technician needed? :	Yes / No (circle one)
Audio/Visual needs: (Provide as much detail as possible)	
Parking Passes requested? : (Provide # of passes)	
In-house Box Office Personnel needed? :	Yes / No (circle one)
Coat Check Facilities/Attendant needed? :	Yes / No (circle one)

<p>Additional Details:</p>	
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